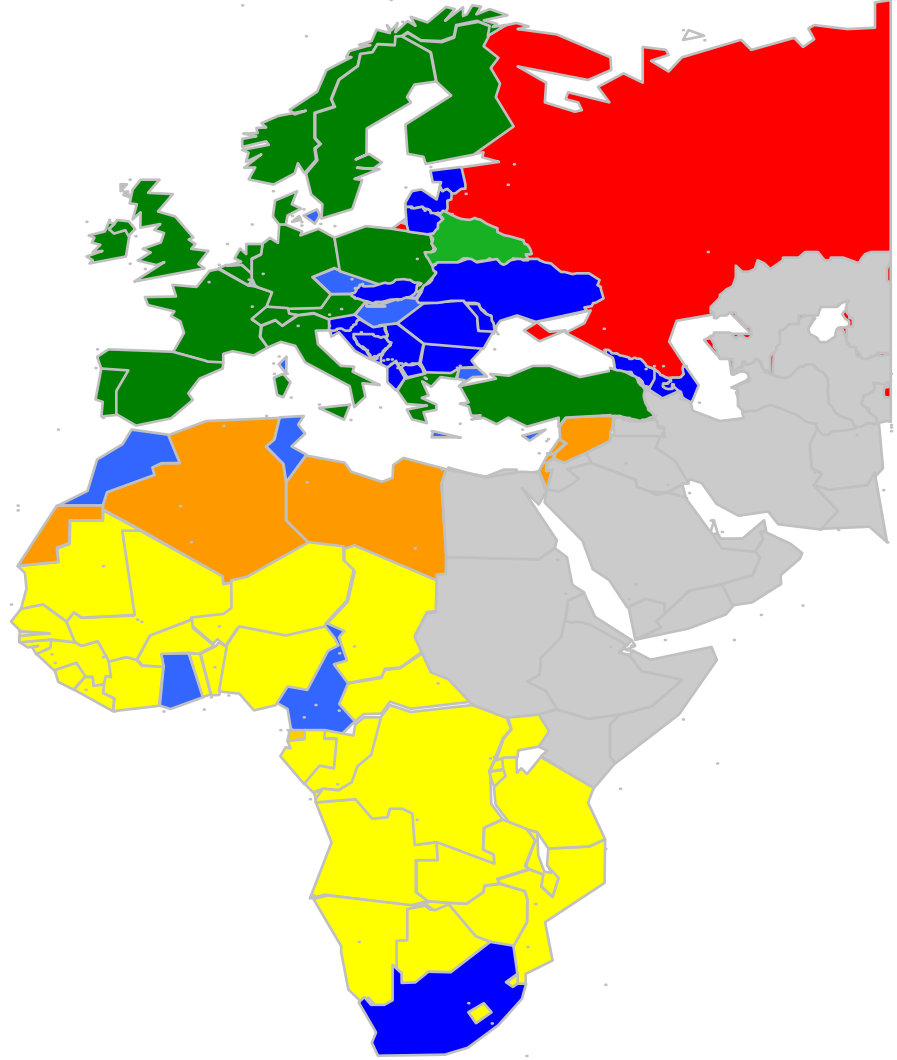
In-Country Planning Conference

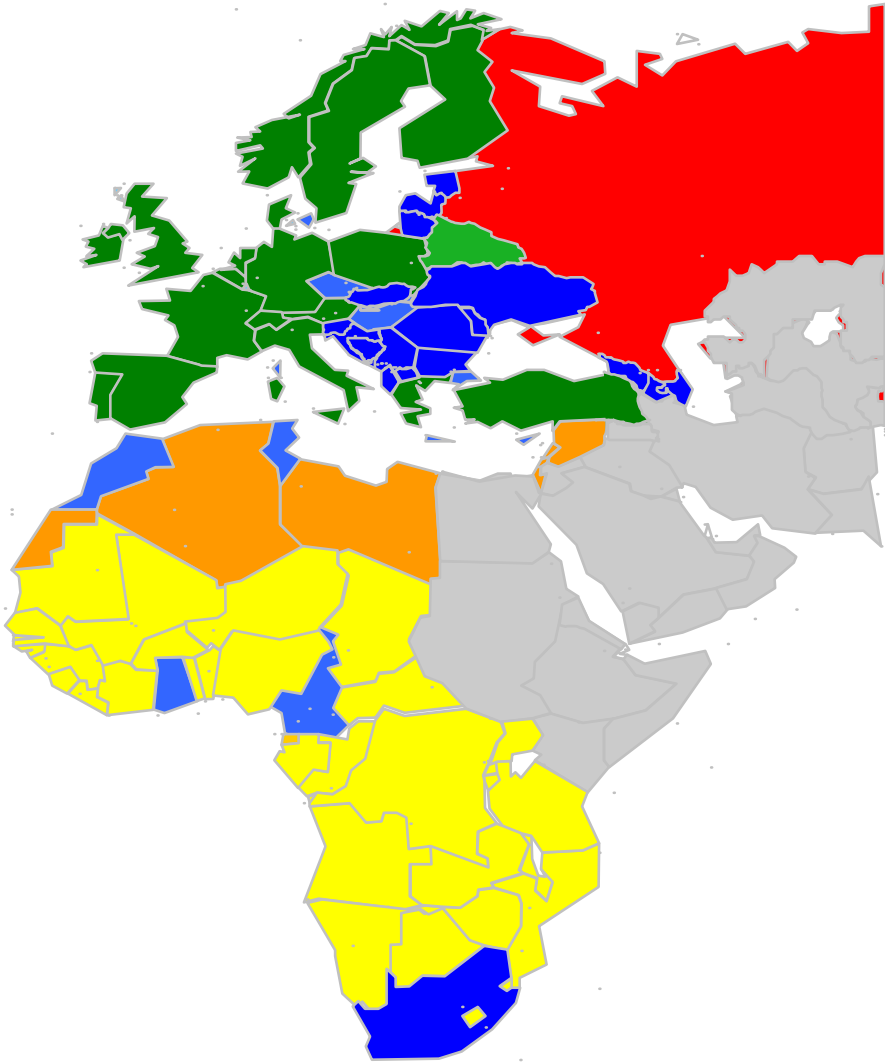
Event Execution



Regional Program Manager
Central Europe

EVENT EXECUTION

- *Key Players*
- *Responsibilities*
- *Event Timelines*
- *Event Evaluation*



Event Execution

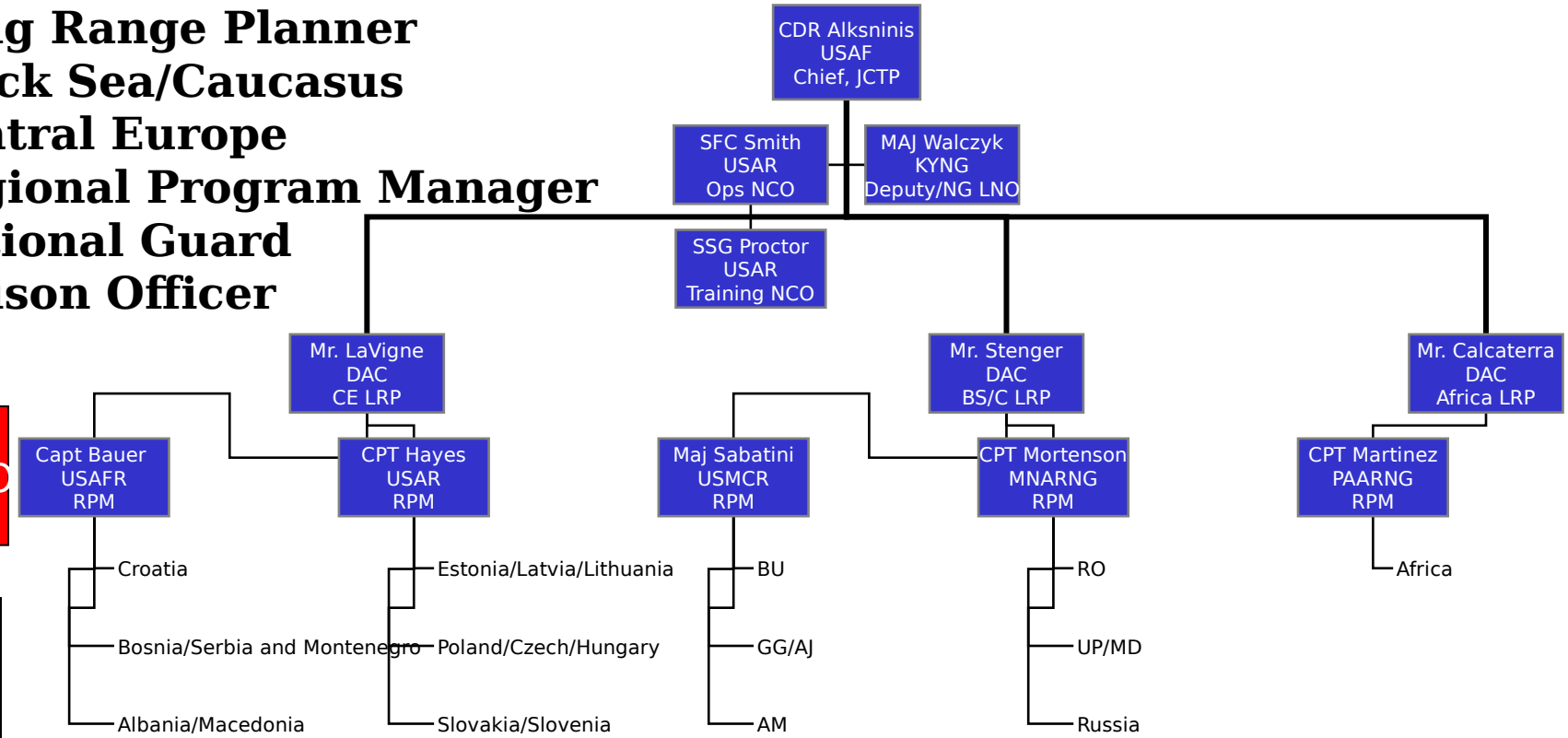
Key Players

KEY PLAYERS

- *ECJ4-ID Staff*
  - *Long-Range Planner (LRP)*
  - *Regional Program Manager (RPM)*
- *Component Reps (OPR)*
  - *Event Points of Contact (POC)*
- *Bilateral Affairs Office (BAO)*
- *Host Nation (HN)*

Current JCTP Organization

LRP: Long Range Planner
BS/C: Black Sea/Caucasus
CE: Central Europe
RPM: Regional Program Manager
NG: National Guard
LNO: Liaison Officer



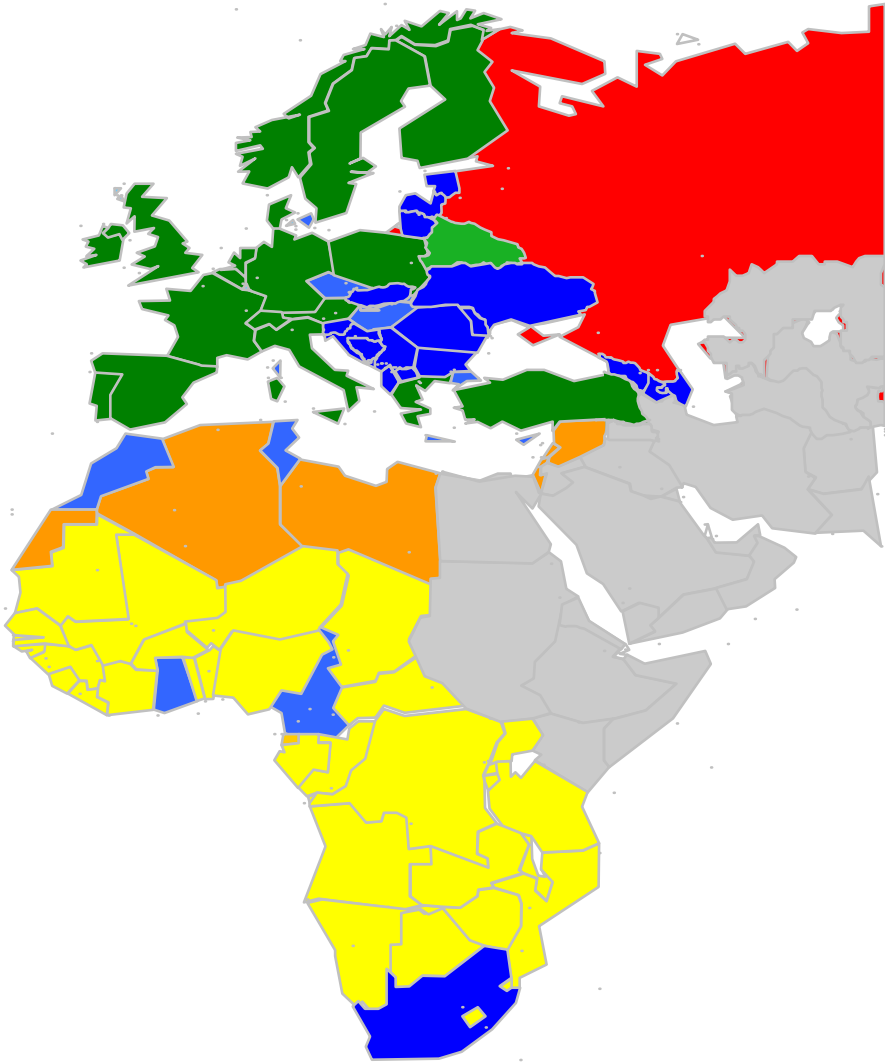
LTC Hill
Pentagon LNO
USAR

<Vacant>
USAFE
LNO

<Vacant>
USAREUR
LNO

JCTP Component Support

- ***United States Army—Europe (USAREUR)***
  - ***Coordinates ALL US Army events, in and out of AOR***
  - ***Title X Issues with "green suit" events***
  - ***180-day coordination window***
- ***United States Air Forces—Europe (USAFE)***
- ***United States Navy—Europe (NAVEUR)***
- ***Marine Forces—Europe (MARFOREUR***
- ***Special Operations Command—Europe (SOCEUR)***
- ***United States Coast Guard (USCG)***
- ***State Partnership Program (SPP; state Guard units)***



Event Execution

Responsibilities

LRP RESPONSILITIES

- *Key in Event Approval Process*
  - *Annual and Out-of-Cycle Events*
  - *Assist BAO with Concept Sheet Development*
  - *Reviews Concept Sheets*
  - *Enters Event into JCTP Database*
  - *Distributes Approved Concept Sheets*
- *Monitors Events at 90+ Days Prior to Execution*
- *Makes Changes to Concept Sheets*
- *ECJ4-ID Rep at In-Country Planning Conference*
- *Key to BAO App 3/QDC Annex C/CCP Approval*

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RPM RESPONSILITIES

- *Manages Events at 90-Day Point*
- *Coordinates with Components & BAO for Event POC*
  - *Sends "60-Day No POC" Event List*
  - *Reviews Weekly Status Reports*
- *JCTP Database Event Updates*
- *Orders Management*
  - *Travel Orders, TTADs & ITOs*
- *Communicates with BAO regularly*

OPR (EUCOM Service Component) RESPONSIBILITIES

- *Task Unit / Organization to Execute Event*
- *Provide POC to RPM & BAO NLT 60 Days*
- *Submit Country Clearance Request*
- *Submit Orders Request to ECJ4-ID RPM*
- *Out-of-Cycle Events*
  - *Review & Coordinate Draft Concept Sheet*

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POC RESPONSILITIES

- *POC Must be an Event Participant*
- *Communicate with BAO Upon Tasking*
- *Coordinate Event Content Changes*
- *Provide BAO Information IAW Timelines*
  - *Team Members, Briefings, Cost Data, etc.*
- *Submit Country Clearance Request, if Tasked*

BAO RESPONSILITIES

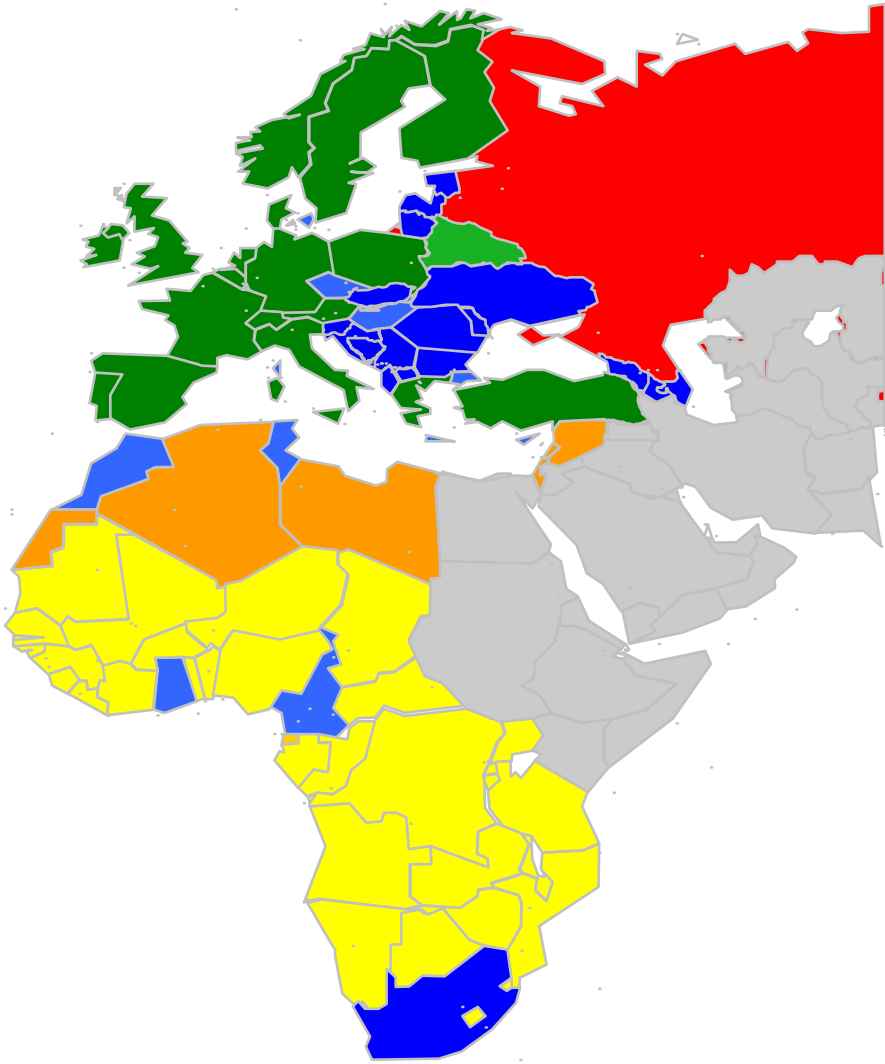
- ***Monitor / Manage Events IAW Team SOP***
  - ***Coordinate All Event Aspects***
  - ***90-Day Checklist & Status Board***
- ***Verify Event Content & Audience with HN***
- ***Coordinate Directly with POC***
  - ***Provide POC Info (Welcome Packet, etc.)***
  - ***Discuss Event Dates, Content, Participants, etc.***
  - ***Keep OPR & RPM Informed (Problems?)***

BAO RESPONSILITIES (con't)

- *Translate Briefing Slides*
- *Provide TCT Logistics & Force Protection Support*
- *Assess Event Execution in Progress*
- *Post-Event Activities*
  - *Review AARs and HN Feedback*
  - *Adjust Content of Follow-on Events to Meet HN Needs*
  - *Provide RPM Event Completion Data*
- *Out-of-Cycle Event Coordination with OPR*
  - *Obtain POC Prior to Event Approval*

HOST NATION RESPONSILITIES

- ***Verify Event Content & Audience with BAO***
- ***Provide BAO HN Participant & Passport Info***
- ***Coordinate HN VISA Requirements***
- ***Provide Logistics Support, if Applicable***
- ***Submit AAR / Feedback to BAO***
- ***Provide Changes to Follow-on***



Event Execution

Event Timelines

EVENT TIMELINES

- ***90-Days+: LRP/RPM Coordinate w/OPR for POC***
- ***90-Days: BAO & HN Verify Event Data***
- ***60-Days: OPR Provides POC NLT Date***
- ***45-Days: Passports & Flight Itinerary***
- ***45-Days: Submit Country Clearance Request IAW DoD Foreign Clearance Guide***
- ***30-Days: Orders Submission to RPM***
- ***30-Days: Briefings to BAO for Translation***

EVENT TIMELINES

- *30-Days: Identify HN Translator*
- *15-Days: Hotel Reservations For TCT*
- *15-Days: Agenda for FAMs*
- *5-Days: Pick-up Cash for FAMs*
- *D-Day: TCT In-Briefs BAO & In-Processing*
  - *Force Protection Brief & Cell Phone*

EVENT TIMELINES

- ***Event Completion:***
  - ***TCT Out-Briefs BAO & gives Initial AAR***
  - ***Provide Logistics/Travel Support to TCT***
  - ***HN Provides AAR / Feedback to BAO***
- ***D+14 Days: POC Submits Final AAR to BAO***

EVENT TIMELINES

- ***OPR Can't Support?***
  - ***LRP Coordinates for New OPR***
- ***45-30 Days: No POC? or POC Non-Responsive?***
  - ***ECJ4-ID Group Chief Coordination & Decision to Postpone or Cancel***
- ***USAREUR & DA 180-Day Tasking Requirement***
  - ***1st Qtr, FY04 Concept Sheets Due NLT Apr each year***

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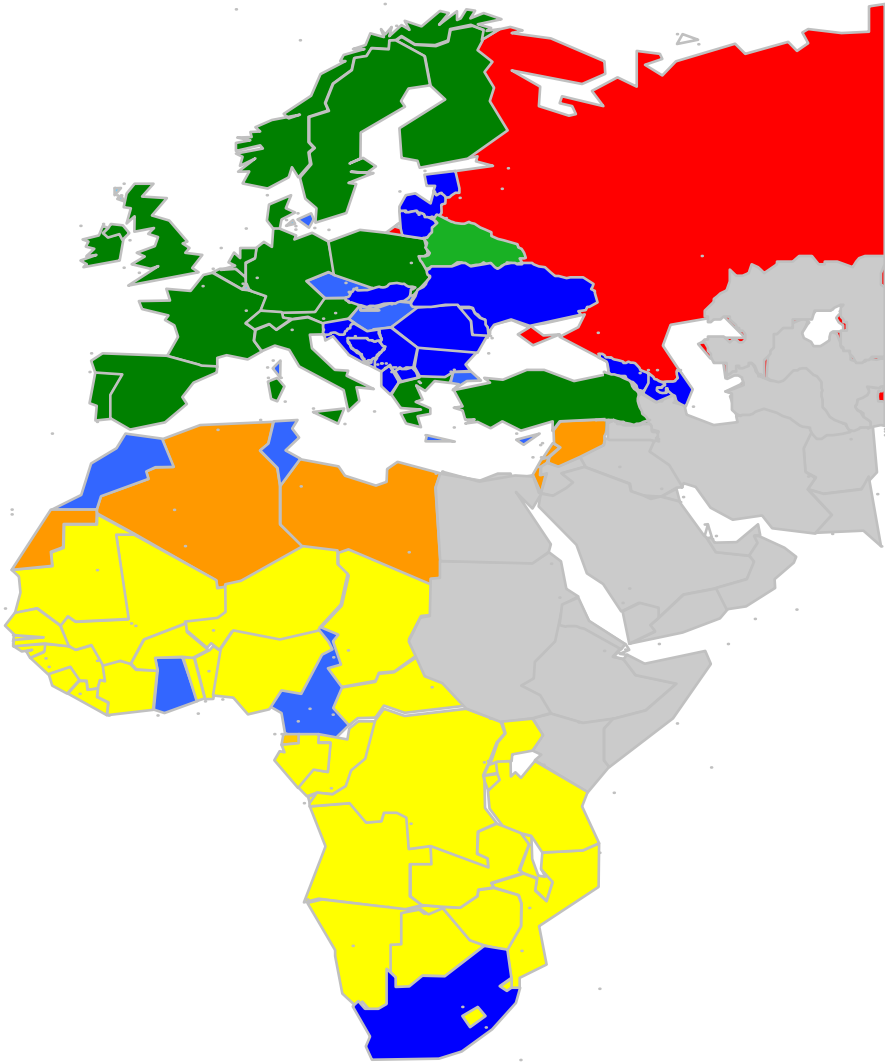

Event Execution

Event Evaluation

Event Evaluation

- ***ODC Evaluates Event Progress Against Annex C***
  - ***After Action Report (AAR)***
  - ***Event Appraisal's (JCTP/BAO/ODC)***
  - ***Post-Event Financial Report (PEFR)***
  - ***HN Feedback***
  - ***Inspections/Assessments***

CONCLUSION

- ***Key Players***
- ***Responsibilities***
- ***Event Timelines***
- ***Event Evaluation***

*****Communications is Key !!!***

*****Be Pro-Active vs. Re-Active***

END OF BRIEF

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QUESTIONS / DISCUSSION?